

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building, Room 1A, 127 East Oak Street, Juneau, WI 53039

Date: January 7, 2015

Call to order: The meeting was called to order by Chairman Mattson at 8:33 a.m. with the following members present: **Rodger Mattson, Chester Caine, Mark Roesch, Dennis Schmidt, Tom Nickel**

Also present: Russell Freber, Director of Physical Facilities; Phillip McAleer, Asst. Director of Physical Facilities; Mary Kay Westmayer, Administrative Secretary;

Public Forum: None

Minutes: A motion was made by Tom Nickel and seconded by Dennis Schmidt to approve the minutes of the December 3, 2014 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

Communications & Committee Member Reports: None

Consider, Discuss and Take Action:

The Water Heater Replacement Project at the jail was submitted for bids. Committee members were in favor of awarding the bid to the Hooper Corporation in the amount of \$84,795. **A motion** was made by Tom Nickel and seconded by Chester Caine to approve a resolution asking the County Board for \$75,000 from the General Fund with a 20% Contingency on the Project. Motion Carried. It was discussed that a summary should be presented to the County Board stating the amount that has been spent over the past 5 years to remedy this problem and what it would take both financially and departmental to continue until 2016. It is important to mention to the board the anticipated energy savings of the new water heaters and the fact that the project came in \$100,000 under the original estimate.

HVAC Software upgrade for the Administration Building was budgeted for \$135,000. **A motion** was made by Tom Nickel and seconded by Dennis Schmidt to move forward with installing the Metasys HVAC Software in the Administration Building. Motion Carried.

Report & Consider Maintenance Operations & Projects:

Russ Freber updated the committee on the projects at the different locations.

Jail

Update on the BO10 Air Conditioner Project: The parts are arriving and the Highway Department was able to help with the unloading. Sure-Fire and KW Electric are working inside to prepare for the new unit.

HDOB

Update on the Air Conditioner replacement: The Committee agreed with Russ to hire Federicksen Engineering as a consultant for the AC replacement and HVAC upgrades that would be needed for the Henry Dodge Office Building. The project would need to go out for bids and be completed by May 2015.

Update on the Steam Coil: Russ reported that the #6 steam coil froze due to a louver failure. It is fixed and back in service.

Update on the Boiler Controls: This project has been completed and so far is running good.

Update on the 3rd Floor Office Remodel Project: The painting is done. The carpeting will be installed the 12th & 13th of January. KW is working on the light fixtures and motion sensors. Russ stated that our department did a fantastic job on remodeling the rooms, with a substantial savings to the County by providing the labor. Human Services should be able to occupy the rooms by January 19th. The committee would like to see the remodeling updates during a future meeting.

Administration Building

Update on the Elevator Renovation Project: Completion of this project has been changed to January 20, 2015. Sure-Fire and KW Electric are on site as well as Otis working on this project.

Update on the Air Barrier Project: Interested bids are due on February 27, 2015. Facility Engineering would like a week to review the bids. After review by the building committee the recommendation will go to the March County Board Meeting for approval. A presentation will be given to the Building Committee at the March meeting.

Other Discussion:**Salter Truck**

This was not included in the 2015 Budget but is a much needed addition to our department. Russ reported on the dangers of handling the salt using our current method. With a salt box in the bed of the truck the Highway Department could use their equipment to fill the box, saving wear and tear on our manpower. Russ is currently looking at 2 different models and will discuss this further with Jim Mielke.

Budget Overages

Russ discussed with the committee the overages he anticipates for 2014 and will let the committee know the exact amount at the February meeting.

MetalFab Building

The Committee agreed that the building needs to be secured. This includes shutting off the sprinkler system so that the heat can be turned off.

Staffing Updates


The Physical Facilities Department is short 4 people. The interviewing process is not going well. Russ provided the committee with handouts showing the job descriptions and wage ranges currently being used. He asked the Committee for their support as he goes before the Human Resources Committee to ask for labor grade changes not only for new hires but for existing employees as well. The Committee stated that he can count 100 percent on their support and that it is in the best interest of Dodge County to hire people with experience to fill these positions.

The next meeting is scheduled for Wednesday February 4, 2014 in Room 1A of the Administration Building. Chester Caine will be excused from the February meeting.

Adjournment:

There being no further business to come before this committee, a motion was made by Tom Nickel and seconded by Dennis Schmidt to adjourn the January meeting at 10:14 a.m. Motion Carried.

Respectfully submitted,


Dennis Schmidt, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.